

MEMORANDUM

~~CONFIDENTIAL~~  
**SECRET**

20 August 1951

TO : Chief, Certification & Liaison Section for OSO - FD

FROM : Chief, Current Audit Section - FD

SUBJ : Establishment of Standards to be Used in the Audit of Travel Claims  
Submitted by OSO Contract Agents

1. One of the functions designated to this Section is the audit of Staff and Contract Agent travel claims. Since a Staff Agent is entitled to substantially all the privileges of staff employees and is governed by the same regulations as staff employees, their claims, it is felt, should be audited in light of the Standardized Government Travel Regulations.

2. Contract Agents, who are not employees of the Government and are not entitled to the privileges nor governed by the same regulations, must, according to most contracts, travel in substantial compliance to the Standardized Government Travel Regulations.

3. In order to establish an audit criteria under which the travel claims of Contract Agents will be audited, it would be appreciated if you and the Certifying Officers in your Section would list the principal items on which stress should be placed in the audit of these claims.

4. Consideration should be given to such items as:

- a. On what authority should reimbursement be made on an actual expense basis where it is claimed but not provided for in the contract.
- b. Computation of per diem where itineraries are incomplete.
- c. Use of taxicabs.
- d. Entertainment.
- e. What receipts should be insisted upon.

25X1A9a

WMS:bme

**SECRET**

~~CONFIDENTIAL~~

Document No. 5
No Change in Class. <input type="checkbox"/>
<input type="checkbox"/> Reclassified
Class. changed To: TS 1 (S)
Date: 21 SEP 1978 By: [signature]